



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

Career Opportunity # 05-05

Position: Training Manager

Location: Milwaukee, WI

Starting Salary: \$49,000 to 70,000

This is a full-time position in the Bankruptcy Clerk's Office that will report to the Chief Deputy Clerk, or the Clerk of Court. The Training Manager will plan, develop and implement a comprehensive training program responsive to the court's needs and regarded by the Clerk as a critical priority. Representative responsibilities of this position include the following.

Assess training needs for individual employees, groups of employees and the entire organization.

Develop and provide training for individuals and groups of employees. Sample training needs include orientations for new employees, in-service workshops on technical and professional topics, and supervisory and management training.

Develop local training policies and procedures; and effectively communicate them to others.

Create training manuals and materials for use by court personnel.

Select, arrange for, and recommend purchase of training resource materials for the court unit library, and for training programs. Develop and implement a training information and distribution system to ensure timely dissemination of training information.

Monitor and track training expenditures for court employees throughout their tenure.

Establish and maintain training records.

Supervise, and evaluate court personnel and external consultants who provide training services to the court.

Qualifications:

To qualify a person must have at least three years of documented success in progressively responsible professional training experience, and a thorough knowledge of management principles.

A candidate must demonstrate experience in, and/or the ability to:

- S manage multiple people and projects with competing resource requirements;
- S select, develop, train, and manage a professional staff;
- S communicate in writing (e.g., drafting and revising reference manuals and policies); and,
- S communicate orally (e.g., to explain and support office policies).

Desirable Qualifications:

- S Completion of a bachelor's degree from an accredited college or university (preferably in education or a related field).
- S Completion of a professional certification in training, or completion of graduate study in education or a closely related field.

Information for Applicants:

- S The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- S The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- S This position will require occasional travel within the United States.
- S The final candidate is subject to an FBI background check.
- S The court is an equal opportunity employer.
- S Further information and an employment application may be obtained from:

Janet Medlock
Administrative Assistant to the Clerk
U. S. Bankruptcy Court
517 East Wisconsin Avenue, Room 126
Milwaukee, WI 53202
414 297-3291 x3041
http://www.wieeb.uscourts.gov/hr4i/jobs4i/jobs4i_index.htm